



Project SEARCH



Project SEARCH Application Packet

The purpose of the application packet is to outline the skill set of the Project SEARCH student candidate. The application process enables the Selection Committee* to properly assess each student candidate's skills, abilities, and background. A parent, student, teacher or employer may be contacted by the Selection Committee to gather additional information. Our final goal is to select students who will be successful in a Project SEARCH program and reach the outcome of competitive employment within the community.

The Selection Process includes the following components and deadlines:

1. Apply for Division of Vocational Rehabilitation (DVR) services.
2. Submit the completed application by December 21, 2017 to your teacher or to the Project SEARCH staff as listed on the Application Checklist.
3. A Panel Interview session will be held at the end of January, 2018 at Central Peninsula Hospital for candidates who meet the eligibility criteria.
4. A Skills Assessment Day will be conducted at the beginning of February, 2018 at Central Peninsula Hospital for candidates who meet the eligibility criteria.
5. The Selection Committee* will review the applications, the interviews and the skills assessment results and make the selection of interns.
6. Applicants will be notified by mail or in person by February 28, 2018.
7. If accepted, an IEP will be developed with the IEP team to reflect participation in the Project SEARCH program.
8. If accepted, students must be able to pass a background check and a drug screening.

*The Selection Committee will include personnel from CPH, DVR, FCS and KPBSD.

**CPH Project SEARCH
Recruitment Timeline**



Information Session – Share information with families and students at IEP meetings; share with teachers at Saturday IEP meetings.

Applications – Available at information sessions or by email and due on December 21, 2017.

Student Selection by Steering Committee Team –

- **Student Interviews** with selection committee at end of January, 2018.
- **Hands On Assessment** at CPH in early February, 2018.
- **Selection committees** meeting to score students on the rubric** / factoring in other information and data such as school attendance records.

Notification letters for schools, families, and candidates will be delivered by February 28, 2018.

Orientation at CPH for interns selected to the program. Date TBD.

Project SEARCH begins in August 2018 and follows school calendar.
Family Orientation in August 2018.

Return completed Packet to:

Cindy Worley, Project SEARCH Instructor

Cindy Worley
Project SEARCH Instructor
KPBSD Pupil Services
148 North Binkley Street
Soldotna, AK 99669
cworley@kpbsd.k12.ak.us
907-260-2371

or

Kathy Mize, Pupil Services

Kathy Mize
Pupil Services
KPBSD Pupil Services
148 North Binkley Street
Soldotna, AK 99669
kmize@kpbsd.k12.ak.us

**Kenai Peninsula Borough School District
Authorization for Release of Confidential Information**

Student Name:

Date:

Birthdate:

_____ hereby request and authorize the following information be:

Parent/Guardian Name

☐

RELEASED

☒

EXCHANGED BETWEEN THE FOLLOWING PERSONS/AGENCIES:

IF BOTH BOXES ABOVE ON THIS RELEASE ARE CHECKED, IT IS CONSIDERED AN INVALID RELEASE.

FROM:

Agency/Person Name *KPBSD Kenai Peninsula Borough School District*

Address *148 North Binkley Street*

City, State Zip *Soldotna, AK 99669*

I understand that this authorization may be revoked by me/us (in writing) at any time, except to the extent that the action has been taken thereon. Further disclosure of information beyond the scope of this authorization is prohibited without specific written authorization.

Records Requested

☒ Transcripts

☐ State approved testing modifications

☐ Cumulative health card/pertinent medical information/reports ☐ Other ...

☒ Psychological and counseling reports

☒ Records or information

☒ Special education records (IEP, OT, PT, Speech, Eligibility)

☐ Social services information

☐ Police records

I understand that the information obtained will be treated in a confidential manner and will not be transmitted to a third party without my permission. I also understand that it is my right to request a copy of all information and contest any information I feel is incorrect.

This release of information will expire without expressed revocation one year from today

or on _____ (Date)

Parent/Guardian Signature

Date

Street Address

City, State, Zip

Send information to: *Douglas Grzybowski
Vocational Rehabilitation Counselor
Division of Vocational Rehabilitation
145 Main Street Loop, Suite 143
Kenai, AK 99611*

Project SEARCH Application Packet Checklist

PLEASE NOTE

ALL THE REQUIRED DOCUMENTS MUST BE COMPLETED AND SENT TOGETHER FOR APPLICATION TO BE CONSIDERED. IF YOU NEED ASSISTANCE COMPILING THIS INFORMATION, PLEASE CONTACT YOUR SCHOOL DISTRICT STAFF.

- ☐ **Completed Application Packet**
 - _____ **Teacher Questionnaire**
 - _____ **Parent Questionnaire**
 - _____ **Student Questionnaire**
- ☐ **Student/Parent Information signed** (*at bottom of this page*)
- ☐ **Current Immunization Record** (*check with the school nurse*)
- ☐ **Current IEP including Transition Plan and Goals** (*Check with your teacher*)
- ☐ **Current ESER (Evaluation Summary Eligibility Report)** (*Check with your teacher*)
- ☐ **High School Transcript** (*Check with your teacher or counselor*)
- ☐ **Exchange of Information Form with DVR signed**
- ☐ **Schedule and attend an intake meeting with DVR. DVR initials** _____
907-283-0302 Doug Grzybowski, DVR
- ☐ **Attendance Record** (*check with your teacher or counselor*)

Return completed Packet to:

Cindy Worley, Project SEARCH Instructor or Kathy Mize, Pupil Services Administrative Assistant

Cindy Worley
Project SEARCH Instructor
KPBSD Pupil Services
148 North Binkley Street
Soldotna, AK 99669
cworley@kpbsd.k12.ak.us

Kathy Mize
Administrative Assistant
KPBSD Pupil Services
148 North Binkley Street
Soldotna, AK 99669

STUDENT/PARENT INFORMATION:

1. Acceptance into the Project SEARCH Program is dependent upon Selection Committee review. An interview session and skills assessment session will be scheduled as part of the application process.
2. Equal Opportunity: Career placement will be made without regard to race, color, national origin, sex, age, religion or presence of a disability.

A six-week trial period will be required of all candidates who are accepted into the Project SEARCH program. The parent and student agree to comply with this procedure.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____